

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

| | | | | |
|--|---|--|---|---------------------------------|
| MDOT PROJECT MANAGER Denoris Everett | | | JOB NUMBER (JN) Various | CONTROL SECTION (CS) Various |
| DESCRIPTION IF NO JN/CS Inspection and Testing Services for Road and Bridge Construction | | | | |
| MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL | | | CONSULTANT: Provide only checked items below in proposal. | |
| Check the appropriate Tier in the box below | | | | |
| <input type="checkbox"/> TIER I (\$25,000-\$99,999) | <input type="checkbox"/> TIER II (\$100,000-\$250,000) | <input checked="" type="checkbox"/> TIER III (>\$250,000) | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Understanding of Service | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Innovations</i> | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>Safety Program</i> | |
| N/A | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Organization Chart | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Qualifications of Team | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Past Performance | |
| Not required as part of official RFP | Not required as part of official RFP | <input checked="" type="checkbox"/> | Quality Assurance/Quality Control | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity. | |
| N/A | N/A | <input type="checkbox"/> | Presentation | |
| N/A | N/A | <input type="checkbox"/> | Technical Proposal (if Presentation is required) | |
| 3 pages (MDOT forms not counted) (No Resumes) | 7 pages (MDOT forms not counted) | 19 pages (MDOT forms not counted) | Total maximum pages for RFP not including key personnel resumes | |

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

| | |
|--|--|
| <input checked="" type="checkbox"/> Prequalified Services – See page 1 of the attached Scope of Services for required Prequalification Classifications. | <input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed. |
|--|--|

☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

| | | |
|--|---------------------------------|------------------------|
| REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 5 | PROPOSAL/BID DUE DATE 1/3/08 | TIME DUE 12:00 p.m. |
|--|---------------------------------|------------------------|

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Denoris Everett
Macomb TSC
38257 Mound Road
Sterling Heights, Michigan 48067

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

| Lansing Regular Mail | OR | Lansing Overnight Mail |
|--|----|--|
| <input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909 | | Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933 |
| <input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909 | | Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933 |

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
AS NEEDED CONSTRUCTION SERVICES
Inspection and Testing

PROJECT 1

CONTROL SECTION: 50072
JOB NUMBER: 48727A
PROJECT LOCATION: M-29 from I-94 easterly to Baker Road.
WORK DESCRIPTION: Reconstruction

PROJECT 2

CONTROL SECTION: 50111
JOB NUMBER: 55420, 55421A, 72401A, 55656A
PROJECT LOCATION: I-94 from Masonic Road to M-29, WB I-94 from M-29 to M-59 in the city of St. Clair Shores
WORK DESCRIPTION: Hot mix asphalt cold milling, resurfacing, and patching of the ramps on as well as placing of the topping course of HMA material. This project includes a 5 year materials and workmanship pavement warranty and a 2 year bridge painting warranty.

PROJECT 3

CONTROL SECTION: 50072
JOB NUMBER: 100103A
PROJECT LOCATION: M-29, from Baker Road to County Line Road. in Chesterfield Twp.,
WORK DESCRIPTION: This project consists of Overband Crack Fill

PROJECT 4

CONTROL SECTION: 50111
JOB NUMBER: 100106A
PROJECT LOCATION: I-94, from M-102 to Masonic Blvd. in the City of Eastpointe, Roseville and St. Clair Shores.
WORK DESCRIPTION: This project consists of Overband Crack Fill and Crack Sealing on EB & WB I-94 and adjacent ramps.

PROJECT 5 (consists of 2 separate project's)

CONTROL SECTION: 50061
JOB NUMBER: 100754A:
PROJECT LOCATION: I-696, from Hoover Rd. easterly 2.01 miles to Hayes Rd.
WORK DESCRIPTION: The scope of work is to perform concrete pavement repairs, pavement joint and crack repairs on EB and WB I-696 and adjacent ramps, to perform diamond grinding on mainline EB and WB I-696. The damaged valley gutter and shoulder, within the limits of the project, are to be repaired as directed.
JOB NUMBER 100755A:
PROJECT LOCATION: I-696, from Dequindre Rd. easterly 4.37 miles to Hoover Rd.
WORK DESCRIPTION: The scope of work is to perform concrete pavement patch, pavement spall repair and pavement joint sealing.

GENERAL WORK DESCRIPTION

Inspection and testing services will be provided on an "as-needed" basis for road and bridge construction work. Work will include:

1. Performing project construction inspection.
2. Performing density and bituminous testing services during construction.
3. Perform bridge rehabilitation inspection.

***Bridge Inspector only needed no engineering services required**

Inspection and testing services may be needed for hot mix asphalt construction, Portland cement concrete construction, concrete pavement repairs, guardrail installation, permanent signing, foundation installation, traffic signal installation, landscaping work, fence installation, bridge scaling, and other road and bridge construction operations. These services are anticipated to be primarily during daylight hours, Monday through Sunday. Night work may be required. At a minimum, work shift information will be provided when personnel are requested.

PRIMARY PREQUALIFICATION CLASSIFICATIONS:

Density Inspection and Testing Services
Bituminous Pavement Inspection
Portland Cement Concrete Inspection and Testing

SECONDARY PREQUALIFICATION CLASSIFICATIONS:

Bridge Construction Engineering

DBE REQUIREMENT: N/A

MDOT RESIDENT ENGINEER / PROJECT MANAGER:

Denoris Everett, Resident Engineer
38257 Mound Road
Sterling Heights, MI 48067
Phone 586-978-1935
Fax 586-978-8075

The inspection and testing services may be needed in full beginning March 15, 2008, or as soon as the contracted services are awarded, through March 1, 2009.

Full-time services will not be required for all projects at all times. This contract is for "as-needed" services, based on the intermittent needs of the project office for the items listed above. The Consultant shall establish and list a point of contact for this work. The Consultant's point of contact will be contacted with the requests for staff. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied within a forty-eight (48) hour period. If the Consultant is unable to fulfill the request, MDOT will utilize other Consultants for the requested services.

The Consultant provided personnel will report and be directly responsible to the Project Manager (Delivery Engineer) who is responsible of the project construction. Project assignments, specific tasks and work hours will be given by the Delivery Engineer and/or supporting staff.

The Consultant firm shall supply vehicles for as-needed staff, such vehicles for inspection and testing at a minimum shall be equipped with flashing yellow warning lights mounted on top of the vehicle.

CONSULTANT RESPONSIBILITIES:

The Consultant shall furnish all services and labor necessary to conduct and complete the Construction Engineering Services described herein. The Consultant will also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services will be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- B. The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the project construction contract, proposal, and plans; the Standard Specifications for Construction and all applicable publications referenced within; the Michigan Construction Manual; the Materials Sampling Guide; the Materials Quality Assurance Procedures Manual; the Density Control Handbook; and any and all other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Engineer Manager. **Changes in Consultant workload will not be sufficient reasoning to change dedicated personnel on this project.**
- E. The Consultant shall be responsible for all decisions made by their employees, or any subConsultant, on this project. **If the Consultant, or any sub Consultant, makes any error or judgment, which results in increased project costs to the Department, the Consultant will be back charged for this cost to the project.** Contact will be made as soon as possible with the appropriate personnel as soon as an error has been discovered, and a meeting can be scheduled to discuss the issue.

The Consultant will provide, to the satisfaction of the Department, services as mentioned above, in the areas of HMA Construction Inspection and Testing Services, Portland Concrete Cement Construction Inspection, Bridge Painting, Bridge Steel Repair, Concrete Testing Services, and Density Testing Services as needed. Reporting, measurement, computation, and documentation requirements directed by the Project Manager and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Source Guide and all other applicable references, guidelines, and procedures manuals and associated with this Construction Inspection, Testing, and Surveying work is also included.

The Consultant and any sub-Consultant contracted by the Michigan Department of Transportation (MDOT) to perform density testing Services that use equipment regulated by the Nuclear Regulatory Commission (NRC) shall:

1. Posses a valid license issued by the NRC, or recognized agreement State, for ownership and use of sealed sources contained within portable nuclear density gages.
2. Provide the Radiation Safety Officer (RSO) of MDOT with a copy of the aforementioned license.
3. Comply with all rules and regulations set forth by titles 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

A. For Project Administration, the Consultant shall:

1. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employees will possess the experience, knowledge, and character to qualify them for the particular duties each is to perform.
2. The Consultant will furnish necessary inspection, and testing equipment needed to carry out the inspection and testing services.
3. The Consultant will provide the inspector(s) lap top computers (or equivalent) with the most current Field Manager and/or Field Book software, and the inspector(s) will produce all daily inspection reports in this format. The inspectors will deliver all inspection reports to the Project Manager's field office daily, or as arranged.
4. Withdraw any personnel or halt any services no longer required, at the request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager. The Consultant will not be reimbursed for the cost of personnel charged to a project that the Project Manager has determined were unnecessary.

B. For Project Inspection, the Consultant shall:

1. **Inspectors:** Perform as the Inspector for the project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals. The Inspector(s) will be assigned this project with a sufficient number of technically qualified and experienced personnel to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.
2. **NPDES Inspection:** An MDEQ certified NPDES Stormwater Operator will be assigned to inspect and document the project per the NPDES requirements. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Manager. Personnel performing inspection on areas where soil and erosion control are needed, must have completed and passed the three (3) day Soil Erosion and Sedimentation Control training course offered by the MDEQ.

3. **Traffic Control:** The Consultant will furnish inspectors qualified to assure contract compliance with Traffic Control requirements. Inspectors will be familiar with Department policies and Part 6 of the MMUTCD.
4. **Coordination:** Provide appropriate coordination, contact, and cooperation with affected local, state, and/or federal agencies; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the project and which are deemed to be the responsibility of the Consultant and/or the Department.
5. **Phones:** The Consultants shall be equipped with cellular phones. The phones can not be charged as a direct expense to the project. Nextel phones with direct connect option are requested but not required.
6. **Contract Compliance:** The Consultant will immediately bring to the attention of the Project Manager any failure by the Contractor to comply with a plan or specification requirement, any problem, trends toward borderline compliance, or any other occurrence which may require resolution.
7. **Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor's progress. Notify the Project Manager of any anticipated Contractor's requests for extensions of time. Notify the Project Manager upon receipt of any Contractor's requests for extensions of time.
8. **Changes/Extras/Adjustments:** Notify the Project Manager immediately of any unanticipated project conditions and any changes, extras, or adjustments to the contract.
9. **Contentious Issues:** Notify the Project Manager of any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor.
10. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department any original diaries, logs, notebooks, accounts, records, reports, as-constructed plans, other documents, and project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.

C. For Quality Assurance Testing and Reporting, the Consultant shall:

1. **Material Testing:** Sample and/or test materials (except off-aggregates, concrete cylinder breaks, and HMA plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, on-site aggregates, and density testing and reporting, according to Materials Source Guide, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals. Determine the acceptability of materials found to be in non-compliance.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Coordinate with MDOT office staff to make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the project site.
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B and 582BM, Inspector's Report of Concrete Placed 1174A and 1174A-M, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc.) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the Consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B and 582BM, copy to the C&T, Density Technology Unit, 8885 Ricks Road, PO Box 30049, Lansing, MI 48909 will be measured by that unit and reported to the Project Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and HMA testing, utilize only personnel certified according to current Department requirements. Personnel will be certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified HMA QC/QA Technician.

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

Any person performing density testing or handling of nuclear density testing equipment must have complete the Michigan Density Technology Certification Program and successfully completed radiation safety training.

5. **Density Gauge:** The Consultant inspector will provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.
6. **Concrete Equipment:** The Consultant inspector will be required to provide a Roll-O-Meter or Acme or Press-Air air entrainment gauge for concrete testing. This gauge should be calibrated to meet MDOT requirements.

D. For Measurement, Computation, Documentation, and Record-keeping, the Consultant shall:

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item

record account using Field Manager or Field Book software. The Consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required documentation for this project. Contact **Info Tech** at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software and information on training.

2. Assist in maintaining As-Constructed Plans throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As-Constructed Plan information that is required to be provided by the Contractor.
3. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the project, which may include, but are not limited to:
 - a. Inspector's Daily Reports
 - b. Work Orders, (Form 1137)
 - c. Moisture and Density Determination Reports (Form 582BM)
 - d. Inspector's Report of Concrete Placed (Form 1174A-M)
 - e. NPDES Stormwater Operator Reports, (Form 1126)
 - f. Labor Compliance, such as the Weekly Employment and OJT Report (Form 1199)
 - g. Mechanical Analysis, (Form 1901)
 - h. Bi-Weekly Construction Progress Report (Form 1102A) and Weekly Statement of Working Days Charged (Form 1116), if applicable
 - i. Final Quantity Sheets
 - j. Force Accounts
 - k. Contractor Evaluation (Form 1182), and
 - l. Other records and/or reports as required for the individual project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.

E. For Finaling All Project Documentation, the Consultant shall:

1. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.
2. **Project Review/Certification:** If requested, participate in and resolve items determined to be insufficient during the Department's review(s) of project records prior to submittal of the Final Estimate.

MDOT RESPONSIBILITIES:

- A. The Project Manager will furnish to the Consultant project specific construction contracts, proposals, plans, plan revisions, written instructions, and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department will furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of steel, cement, HMA mixture designs, sewer and drainage pipe, structural steel, pre-stressed girders and beams, traffic signs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant will be responsible for the sampling and transportation of all the materials to be tested by Department personnel.
- C. The Department will provide the HMA plant inspection required for Quality Assurance and will submit the QA reports to the Consultant Project Engineer for analysis and action. The Consultant will still be responsible for all on-site HMA inspection required, including, but not limited to, locating the required Quality Assurance cores, and coordinating with the contractor regarding this sampling.
- D. The Department will perform soil borings and subsurface investigation as necessary throughout the contract.
- E. Perform as the Project Engineer for the project consistent with the Department's practice and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Source Guide, and other applicable references, guidelines, and/or procedures manuals.
- F. The Department shall provide the office technician staff thru this contract to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

PAYMENT SCHEDULE:

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for "as needed" services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on "as needed" projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.

The hours billed for inspectors will not begin until the inspectors report to the project site or to the project office.